

 NORFOLK <i>Department of Police</i>	Administrative General Order – ADM-115: Forms Control		
	Office of Preparation: Office of Support Services (mar)		
	CALEA:	11.4.2	
	VLEPSC:	ADM.09.01	
LEGAL REVIEW DATE:	October 20, 2016	PRESCRIBED DATE:	October 28, 2016
City Attorney:	Heather A. Mullen	City Manager/Director of Public Safety:	[Signature]
APPROVED BY THE AUTHORITY OF THE CHIEF OF POLICE:		[Signature]	

Purpose:

The purpose of this order is to provide a forms control system for the preparation and maintenance of forms used within the Department of Police.

Supersedes:

1. G.O. ADM-115: Forms Control, dated July 29, 2014
2. Any previously issued directive conflicting with this order

Order Contents:

- I. Procedures for Preparation of New or Revised Forms
- II. Procedures for Discontinuation of Outdated Forms
- III. Master Reference File
- IV. Review Procedures
- V. Automated PD Forms

I. Procedures for Preparation of New or Revised Forms **(CALEA 11.4.2) (ADM.09.01)**

- A. All proposed or revised police department forms must be approved by the Chief of Police. Requests for approval will be in writing and must contain the following information:
1. Purpose of the form;
 2. Number of copies to be printed;
 3. Printing source:
 - a. In-house (copier or printer);
 - b. RICOH Professional Services; or
 - c. Commercial (explain why other sources cannot provide);
 4. Printing cost;
 5. Impact if not approved;
 6. Copy of proposed form; and
 7. Feasibility of alternatives to mass reproduction as determined by the Technical Support Unit (TSU), such as electronic completion and submission of the form.
- B. Requests for new or revised forms will be reviewed by the Commanding Officer, Office of Support Services (OSS) and coordinated by OSS personnel to ensure the format and printing of such forms comply with the standards and requirements specified in this directive. See Attachment: Standard Format - PD Forms.
- C. Forms should normally be designed to be printed on 8.5 x 11 inch standard size paper. If a different size form is necessary, the requirement will be explained in the request for approval.
- D. New or revised forms will contain the following:
1. Police Department (PD) form number – form numbers will be placed in the upper left corner of the form. Form numbers will be assigned by OSS.
 2. Title of the form – the title should indicate the general use and/or purpose of the form. This entry will be included in the top center of the form.
 3. Date of preparation – the month and year in which the form was prepared will be placed in the lower left corner of the form, e.g., 10/16. Revised forms will be shown as Rev. 10/16.
 4. Office of origination – the designation or abbreviation of the office responsible for originating the form will be listed following the date of publication, e.g., 10/16 OSS.
 5. A list of the commands that use the form or “Used By All Commands” will be placed in the lower right corner of the form.

- E. Approved forms should normally be printed by RICOH Professional Services (if not printed in-house). Requests to print new or revised forms will be made on the proper requisition forms. Requisitions must be approved and signatures obtained by OSS prior to submission.
- F. Specific forms used by and/or budgeted for individual commands will be obtained by each command. Certain PD forms used throughout the department will be ordered and stocked by the Property and Evidence Unit (P&E). Commands will forward an internal requisition to P&E to obtain these forms. Commanding officers are responsible for tracking quantities used and expenditures for PD forms. City forms such as purchase orders, etc., will be ordered from RICOH Professional Services by each command.
- G. The introduction of new forms will be accomplished through the promulgation of those general orders with which they are associated. If, however, there are no applicable general orders associated with the form, correspondence will announce the institution of the form, will contain instructions for its use, and a copy of the form as an attachment.

II. Procedures for Discontinuation of Outdated Forms

- A. Once a form becomes outdated, OSS is responsible for notifying all commands that the form has been revised or is no longer in use.
 - 1. If the form is revised, the notification will contain attachments identifying both the revised and outdated copies of the form, and will inform commands where the new form can be located electronically on the shared drive.
 - 2. Notification that a form has been canceled requires no attachments.
- B. Upon announcing the discontinuation of a particular form due to revision, unless otherwise directed, continued use of that form is prohibited and only the revised form will be accepted.

III. Master Reference File

A reference file of forms will be maintained by OSS. The office of origination will notify OSS whenever a form becomes obsolete. OSS will indicate the form's status in the reference file and provide disposition instructions to the P&E Unit for the existing stock.

IV. Review Procedures

OSS will coordinate a periodic review of existing forms to determine if they are current or if revisions are required. This review will be completed in conjunction with the annual review of the applicable general order.

V. Automated PD Forms

Commands may develop and utilize automated versions of currently used PD forms provided coordination and approval are received from OSS. It is the responsibility of OSS to coordinate the implementation of automated PD forms with department-wide applications.

Definition:

Forms: Preprinted letters, reports, and cards of various sizes which, when completed by hand, or machine, produce narrative records.

Related Document

1. G.O. ADM-110: Written Directives

Attachment

Standard Format - PD Forms

Norfolk Department of Police
Standard Format - PD Forms

Categories of Forms	
In-House: Email/Form Version	Computer designed form with fillable insertion points to enter the requested information; to be printed on 8.5 x 11 inch standard paper (e.g., Word, Excel, etc.)
Electronic (PDF)	Computer designed form in which the requested information can be handwritten or inserted by using the typewriter function; to be printed on 8.5 x 11 inch standard paper.
Automated	The Office of Support Services is responsible for coordinating all automated forms; i.e., a process in which the requested information is entered only once but populates numerous forms.
RICOH Professional Services	Used for forms that require mass quantities or alternate options; must provide original document for copying.
Commercial Service	Used when RICOH Professional Services is unable to provide the needed service, including the need for typesetting.
Printing Services	
Size	Most forms will normally be printed on 8.5 x 11 inch paper.
Alternate Options	Card stock, stickers, duplex, multiple copy forms, etc.
Draft	Forms should be designed using computer software. A request for typesetting is an additional cost and is performed by commercial service.
Proof	Requisitions for new or revised forms should require a review/proof before printing.
Format	
PD Number	The departmental form number will be placed in the upper left corner of the form.
Title	"Norfolk Department of Police," with the title on the second line, will be centered near the top of the form. The title should indicate the general use and/or purpose of the form.
Badge	An image of the Norfolk Police Badge will be placed in the upper right corner of the form.
Date of Issuance	The month and year in which the form was issued will be placed in the lower left corner of the form. A revised form will be shown as "Rev.," followed by the date.
Office of Origination	The abbreviation of the command responsible for originating or revising the form will be listed following the date of issuance.
Used By	The form will list the individual command(s) that use the form, or "Used By All Commands" for department-wide use will be placed in the lower right corner.